



TOWN OF CHARLESTOWN

P.O. BOX 385
CHARLESTOWN, NH 03603

Tel: (603) 826-4400
Fax: (603) 826-3709

www.charlestown-nh.gov

RULES & REGULATIONS FOR USE OF TOWN PROPERTY

NAME _____
ADDRESS _____ DATE OF EVENT _____
PHONE # _____ TIME _____

- ▶ All persons or organizations using the Town Hall or Community Room shall be responsible for the security of their own equipment.
- ▶ Areas including kitchen area shall be left clean and free of trash. Failure to do so will result in a bill from the Town for cleaning services.
- ▶ Users shall be liable for all unwarranted damages.
- ▶ No nails, adhesives or other devices shall be used which would permanently mar the walls and woodwork. All tape used for decorating should be removed.
- ▶ No tables, chairs or other items are to be stacked on trunks located at the Town Hall.
- ▶ Posting of notices shall be in the space provided, and shall be prohibited in any other areas.
- ▶ No unsupervised activities for groups whose members are less than eighteen years of age shall be permitted.
- ▶ Those people who rent the Town Hall are asked to avoid parking in the front of the building and on the east side. The driveway on the east side is privately owned.
- ▶ If liquor is to be present; the group must obtain a permit and approval from the Selectboard and Police Department. An on duty police officer may be required while people are in the building. No liquor is to be served after 9pm.

LIQUOR PERMIT: YES / NO

- ▶ Non-Profit organizations may be eligible for reduced fees.
- ▶ Rental fees are as follows:

| | | |
|--------------------------|--------------|-----------------|
| Lower Town Hall | \$50.00 plus | \$50.00 deposit |
| Community Room | \$25.00 plus | \$25.00 deposit |
| Community Room w/kitchen | \$35.00 plus | \$35.00 deposit |
- ▶ Rental arrangements are to be made at the Selectman's Office, and all rents and security deposits must be paid in full before a key will be issued. Keys are to be picked up at the Charlestown Police Department.

Renter's Signature _____

TOTAL DUE _____ AMT. PAID _____ CASH/CHECK

DATE PAID _____ REC'D BY _____

VENDOR # _____ DEPOSIT RETURNED DATE _____ ACCT# 01-3503-10

The Town of Charlestown prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Charlestown is an equal opportunity employer